

**Measure 1811 ISP Definition Template
Individual Self-Sufficiency Goals**

Measure Display Code	
Mission Area	Advance Gov't - Gov't Relationships
End Outcome Goal	Create Economic Opportunity
Intermediate Outcome Goal	Assist employable clients with achieving individual self-sufficiency
Full Measure Name	Percent of recipients who complete the goals identified in the Individual Self-sufficiency Plans
Short Measure Name	Recipients that Receive ISP Goals (employable).
ABCM ID#	1811
Beginning Year	2011
End Year	2016

Measure Scope	Total number of employable recipients receiving General Assistance
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Measurement Process	<p>For quarterly reporting purposes, identify the number of ISP plans that were completed by the end of the quarter, and divide that number by the number of ISP plans that were active at the beginning of the quarter. A plan is considered as complete if it meets any <u>one</u> of the following four criteria:</p> <ol style="list-style-type: none"> 1. Person attains employment. Employment may be permanent, seasonal or temporary. 2. Person does not attain employment, but meets all goals or action steps that have been identified in the ISP and have targeted completion dates during the reporting period. For example, in reporting on the status of an ISP for the 1st quarter of FY 10 [October-December 2009] in order to meet this criterion a person must have completed any goal or action step toward a goal that was targeted for completion between October 1 and December 31, 2009. Note: not all goals and action steps in the ISP must be completed – only those scheduled for completion within the reporting period. It is important for goals and action steps to be written in verifiable terms with definable dates. Example: State an action step as: "Make three phone contacts with the state employment office by December 31, 2009," rather than "Make an attempt to secure employment." At least one of the goals in the ISP must be associated with actively seeking employment [per 25 CFR 20-319] 3. A person does not attain employment, and does not meet all goals or action steps that have been targeted for completion during the reporting period; but in the judgment of the case manager, the recipient did not meet the targets because of factors that were outside of the recipient's control. For example, a recipient may have planned to complete a math skills course by December 31 as a step toward completing a GED. Due to a reduction in local government budgets, the math skills course has been cancelled, and will not be offered until January 2010. In order to satisfy this criterion the social worker must receive documentation from the recipient that a good faith effort has been made to meet the target [in this example, the recipient registered for the class], and the reasons why target achievement was beyond the recipient's control. The case manager must maintain this documentation, and identify the reasons for not achieving the target on the ISP form. In this case, the case manager should work with the recipient to establish a new target date for completion of the existing goal or action step; or develop new or revised goals/action steps for the next time period. 4. A recipient exits the program, and does not return. The assumption, in this case, is that the recipient no longer requires general assistance.
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Data Validation and Verification	Regional Social Worker Reviews (Regional Social Workers conduct Annual Quality Control program reviews to ensure compliance with 25 CFR Part 20).
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Data Source	BIA Funded Program Report (638 contracted and compact programs) BIA agency direct service programs.
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Measure Type	Key
Data Type	Ratio
Display Type	Percentage
Display Precision	0
Reporting Frequency	Quarterly
Reporting Data:	Cumulative
Exceeding Target Defined	

Submitted By	Date	Comments
Regional Offices	See commen	Due upon request from the Director, BIA

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Finalized Date	
Last Updated Date	12/1/2009

Data Point A (Numerator when applicable)

Short Name	Total Number of Completed ISPs
Definition	ISPs that meet any one of the following four criteria: 1) attained employment; 2) did not attain employment but met all goals in the plan that were due in the reporting period; 3) did not attain employment nor meet all goals in the plan due in the reporting period, but in the judgment of the social worker, goals were not met because of factors beyond the client's control; 4) client left the program.
Unit of Measure	GA case records

Data Point B (Denominator when applicable)

Short Name	Total Number of ISPs
Definition	The number of ISP plans in place with clearly defined goals that enhance recipients' employability.
Unit of Measure	GA case records

Data Point C

Short Name	
Definition	
Unit of Measure	

Data Point D

Short Name	
Definition	
Unit of Measure	

Definition of Key Terms

ISP	A plan designed to meet the goal of employment through specific action steps and is incorporated within the case plan for the employable general assistance recipient. Please use the standardized ISP form when developing the plan
Completed ISP	<p>For purposes of reporting on this measure each quarter, a recipient meets the requirements for completion of goals in the ISP if any one of the following four criteria are met:</p> <ol style="list-style-type: none"> 1. Person attains employment. Employment may be permanent, seasonal or temporary. 2. Person does not attain employment, but meets all goals or action steps that have been identified in the ISP and have targeted completion dates during the reporting period. For example, in reporting on the status of an ISP for the 1st quarter of FY 10 [October-December 2009] in order to meet this criterion a person must have completed any goal or action step toward a goal that was targeted for completion between October 1 and December 31, 2009. Note: not all goals and action steps in the ISP must be completed – only those scheduled for completion within the reporting period. It is important for goals and action steps to be written in verifiable terms with definable dates. Example: State an action step as: "Make three phone contacts with the state employment office by December 31, 2009," rather than "Make an attempt to secure employment." At least one of the goals in the ISP must be associated with actively seeking employment [per 25 CFR 20-319] 3. A person does not attain employment, and does not meet all goals or action steps that have been targeted for completion during the reporting period; but in the judgment of the case manager, the recipient did not meet the targets because of factors that were outside of the recipient's control. For example, a recipient may have planned to complete a math skills course by December 31 as a step toward completing a GED. Due to a reduction in local government budgets, the math skills course has been cancelled, and will not be offered until January 2010. In order to satisfy this criterion the social worker must receive documentation from the recipient that a good faith effort has been made to meet the target [in this example, the recipient registered for the class], and the reasons why target achievement was beyond the recipient's control. The case manager must maintain this documentation, and identify the reasons for not achieving the target on the ISP form. In this case, the case manager should work with the recipient to establish a new target date for completion of the existing goal or action step; or develop new or revised goals/action steps for the next time period. 4. A recipient exits the program, and does not return. The assumption, in this case, is that the recipient no longer requires general assistance. <p>A recipient's ISP is in effect until all goals and action steps have been completed. If the recipient has not attained employment after the plan is completed, a new ISP should be established. The duration of an ISP is left to the judgment of the case manager and the recipient.</p> <p>Goals should be specific, measurable, achievable, and agreed to by recipient and the social worker. The social worker and the client have latitude in determining which kinds of goals are appropriate for the recipient's situation; and the appropriate time frame for completion of the plan.</p>
Recipient	An Indian individual who receives financial assistance under 25 CFR Part 20.

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Eligible	Meet the definition of Indian as defined in the regulations: not have sufficient resources to meet essential need in terms defined by the Bureau standard of assistance for those Bureau programs providing financial payment; reside within the service area as defined in 25 CFR Part 20.100; and meet the additional eligibility criteria for each of the specific programs of financial assistance or social services (25 CFR Part 20.303 and 20.300).
Employable	Eligible Indian person who is physically and mentally able to Obtain employment, and who is not exempt from seeking Employment in accordance with the criteria specified in 25 CFR Part 20.315